



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Deputy Constable I	<b>Job Code:</b>	9010000	<b>Job Grade:</b>	66
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Constable Precinct	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9221
				<b>WC Code:</b>	7720
<b>Division:</b>	Various Precincts	<b>CS Code:</b>	A*	<b>EEO Code:</b>	D04

**Summary of Functions:** Performs licensed peace officer tasks in accordance with State and local laws and the policies and procedures of the Constable's Office and performs bailiff tasks for the Justice of the Peace.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>** % of Time</b>	<b>Essential Non-essential</b>
1. Delivers and executes civil papers to include citations, small claims notices, injunctions, subpoenas, summons and restraining orders.	40	E
2. Delivers and executes writs involving garnishment, attachment, execution, habeas corpus, possession, sequestration, restitution and orders of sale.	30	E
3. Delivers and executes warrants for bad checks and peace bonds.	10	E
4. Performs arrests and set outs, when warranted.	05	N
5. Transfers prisoners to and from jail and the courts.	05	N
6. Performs Bailiff tasks for the Justice of the Peace, if needed.	05	N
7. Performs other duties as required.	05	N

**\* All Deputy Constables hired on/before August 19, 2003, are covered under the Dallas County Civil Service System. All Deputy Constables hired after August 19, 2003, are not covered under the Dallas County Civil Service System, and are employed "At-Will."**

**\*\* Time spent on various duties depends upon specific job assignment.**

**Minimum Qualifications:**

**Education, Experience and Training:**

**Active TCOLE (Texas Commission on Law Enforcement) certification as a Peace Officer** and one of the following combinations: (1) thirty hours of college from an accredited college or university with a grade "C" or better in each class and one year of law enforcement experience; OR (2) fifteen hours of college from an accredited college or university with a grade "C" or better in each class and two years of law enforcement experience; OR (3) three years of law enforcement experience.

### **Deputy Constable Recruit:**

A candidate may be considered for a Deputy Constable Recruit at grade 66) with a combination of TCOLE certification, education, and/or work experience that equates to two years. (These minimum qualifications are required prior to the candidate taking the written entry-level law enforcement examination.).

**Minimum educational requirements: (A) have passed a general educational development (GED) test indicating high school graduation level; or (B) hold a high school diploma.**

Examples of various combinations of TCOLE certification, education and/or work experience (not inclusive):

**1. Without TCOLE:**

- Two years of law enforcement experience (to include a certified jailer); OR
- Thirty hours of college from an accredited college or university with a grade "C" or better in each class.

(This candidate would enter an academy upon hire with an estimated completion time of 6 months, then complete 6 months of field training. At the end of twelve (12) months, the employee would become a Deputy Constable I , gr. 66, Step 1).

**2. With TCOLE** (which equates to six months of work experience), the candidate must possess an additional:

- Eighteen (18) months of law enforcement experience; OR
- Six (6) months of law enforcement and fifteen hours of college from an accredited college or university with a grade "C" or better in each class.

(At the end of twelve (12) months working in the Constable's office, the employee would move to Deputy Constable I , gr. 66, Step 1)

**3. With TCOLE Only**

- If a candidate has only a TCOLE license the candidate can sit for the exam. If the candidate passes the exam and a Constable is interested in hiring the candidate, the person can be hired, but would remain a deputy constable recruit for 2 ½ years, until he/she meets the minimum qualifications of 3 years work experience, then move to Deputy Constable I , gr. 66, Step 1).

### **Special Requirements/Knowledge, Skills & Abilities:**

Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must be at least 21 years of age and possess a valid Texas Driver's License, with good driving record.

**This position requires successful completion of a written examination, physical agility assessment, psychological exam (L3 updated within 180 days or less by Dallas County approved vendor), polygraph examination by a Dallas County approved vendor, and a physical examination (L2 updated within 180 days or less) and performed by the Dallas County Employee Health Center or Dallas County approved vendor and which meet the qualification screening guidelines consistent with those of the Dallas County Sheriff's Office; and, an extensive background investigation conducted by Dallas County approved vendors. If the full screening guidelines are not met, this position will be filled at a reduced salary (gr. 65).**

Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol tests during employment. Must be a U.S. citizen.

Must have never been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years; never convicted of any family violence offense; not prohibited by state

or federal law from operating a motor vehicle; not prohibited by state or federal law from possessing firearms or ammunition.

**Physical/Environmental Requirements:**

Must be able to perform defense tactics against individuals. While performing the duties of this job, the employee is required to sit, stand, walk, and drive. The incumbent must be able to run, bend, stoop, climb, crawl, ascend and descend of stairs, both inside and outside without limitations or accommodations. Must be able to work varied days and shift schedules, to include weekends and holidays. Work is performed in internal and external environments with possible exposure to inclement weather, and varying temperatures. Potential exposure to contagious and infectious diseases. Must possess the visual acuity to operate a vehicle and distinguish details and differences when observing people, places, or things on patrol.

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 12/10;04/12;9/12;12/15  
; 6/20/2016

Approved by Civil Service Commission

Date 12/10;04/12;9/12;12/15  
; 6/20/2016

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.